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Special Collections Task Force Essence Notes

Georgia Southern University

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Special Collections Team Notes

Tuesday, August 14
Room 224 | Lane Library
10:00 AM - 11:30 AM

Present: Debra Skinner, Jeff Mortimore, Beth Burnett, Caroline Hopkinson, Kristi Smith, Autumn Johnson (note taker)

Agenda

1. Overview of OWG and Special Collections Decisions
2. Organization of Team
3. General Discussion

Debra began the meeting stating the goals of the meeting- overview of where we are, discuss branding and identity of special collections, organization of team, and CONTENTDM, and general discussion

Discussion of OWG Recommendations Document shared via Google Doc.

1. Develop Team approach
Autumn 'on board' ready to start.
2. Evaluate Platforms
Benefits of Alma from public services perspective could benefit SpecColl
Need to eliminate unnecessary platforms in order to maximize retrieval and limit the need for technical support of systems. This includes the elimination of ContentDM.
ArchivesSpace has been renewed for a year. Time to explore.
3. Expand access to platforms
Caroline and Autumn have been given access to ArchivesSpace.
In progress effort to capture all Armstrong historical (digital) content as it is set to disappear. Beth has been working on this in Digital Commons.
6. Review and Revise Collection Development Plan
Was supposed to be revised by July 1, but hasn't. Collection Development policies are on a LibGuide. Section dedicated to Special Collections is brief. Does not mention 'University Archives' explicitly.

Discussion of developing a more unified, consolidated Special Collections (recommendation #5) across both campuses that keeps in mind the collection scope of rare books, manuscript collections, and University Archives. "IR has become the University Archives."

FURTHER DISCUSSION

Jennifer- Manager of the repository. Wendy Special Collections equivalent?

“Archives” = Records Manager on campus. Debra met with staff not too long ago regarding using Digital Commons. Discussion of legally kept materials and concerns of security and privacy.

Previous lack of record management on campus. Caroline sought out many of the collection development of institutional archives as a result. Problem? No storage on Armstrong campus. Issue arose during the discussion of Bleicken documents which are currently stored via Iron Mountain. Currently, Armstrong collections include presidential documents through Burnett. Should these be transferred to Armstrong? ARC? Future collection e.g., Pulaski Fertig donation.

Consider role of Georgia Southern's Museum. Issued public call for materials related to the history of the University. This conflicts with the role SpecCol should be playing. Potential for collaboration.

Further discussion of the community/collection structure of the institutional repository and how it is to be shared across Special Collections communities. How much should be decided initially and what can be tweaked after-the-fact. Consider finding aid and hybrid objects.

Jeff- the role of the committee. Emphasis on ‘collecting’ not sorting or public.

Debra- Workflow.

Crosswalk ETDS from Digital Commons to OCLC. **Crosswalk ArchivesSpace to OCLC.**

Finding Aid- ArchivesSpace?

Upload into ALMA?

Then link to Digital Collections

LibGuide

Finding Aid- cataloged the finding aids. Should we have bare bones finding aids? Bringing the finding aids into researchability.

Caroline- archivespace could provide the platform for increasing accessibility to those collections that would never be digitized.

Debra- Tiered Finding Aids. How does this translate into Alma?

Digital Humanities Students- What do we do with their work?

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So is there further organization do we need to make with the team?

Spec Coll Librarians, Meta/Catalog Lib, Met/Cat Asst, Discov Lib, Department Heads involved in the initial setup

- How are incoming collection represented and who does the work?
- Representation and division of labor - e.g., role of Jennifer. What is her job? How do the Special Collections Librarians fit in?

Discussion of deciding things as they arise (e.g., history seminar papers) rather than 'black and white' rule or policy until collection can be explored.

- Who gets this once it's received? What processing is involved?

Discussion of "Scope" section on Transition to Digital Commons

Created by Debra and Jeff

Hopkinson- Print copy of born digital. What do we do with those? Do we collect both?

Reiteration of team-approach to Special Collections. How will we discover what's there?

Jeff- Digital Commons/Institutional Repository.

Debra reaffirms that we can have multiple links.

MANUSCRIPTS AND UNIVERSITY ARCHIVES- Caroline. Whatever is decided.

Adding descriptions in Digital Commons. So they are searchable.

Decommissioning ContentDM = Workflow for the semester.

Jeff- Steady stream of collections.

"No grand transformation. Step-by-step. Hold the course on what we are ingesting now" - Jeff.

ACTION ITEMS?

Work on Special Collection/IR Policies

Work assignments for Wendy

Experimenting with ArchivesSpace

Access individual collections

Consolidation of Special Collections web presence